

### Jefferson County Position Description

<b>Name:</b>		<b>Department:</b>	Health Department
<b>Position Title:</b>	Jail RN (A.D.N.)	<b>Pay Grade:</b>	7 <b>FLSA:</b> Non-exempt
<b>Date:</b>	January 2013	<b>Reports To:</b>	Public Health Program Manager

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#### Purpose of Position

The primary purpose of this position is to provide health care and documentation of care for the inmates in the Jefferson County Jail.

#### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assess jail inmates through review of medical booking questions, interviews, observations and examinations.
- Establish care plans for inmates with complex medical issues and coordinate care with medical, psychiatric and jail staff during and after release from jail.
- Measure and record inmate vital signs, draw blood samples and administer immunizations as ordered and provide education to inmates regarding their health issues. Document all clinical data in the computer.
- Assist in communicable disease surveillance in the jail and assure appropriate follow-up.
- Coordinate medical care between outside providers and Jail medical staff including scheduling outside appointments as ordered by MD and communicate transportation needs with Jail Shift Sergeant.
- Assist MD during rounds, provide brief inmate update and receive and record MD orders.
- Set up medication sheets and medications as ordered by the jail physician and supplied by the pharmacy or jail stock supply.
- Order office medical supplies, restock exam rooms with clinic supplies and check vaccination supply expiration dates.
- Respond to Jail medical emergencies as needed.
- Testify in court of law as it relates to medical care provided at the Jail.

- Maintain knowledge of current Department, State and Federal rules and regulations regarding jail nursing by participating in on-going training and attending Department meetings, in-services and seminars. Participate in Continuous Quality Improvement (CQI) and Utilization Review with Jail Staff and Advanced Correctional Health
- Demonstrate dependable attendance.
- Perform other duties as assigned or as may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.**

- Perform a variety of clerical tasks, such as answer and direct telephone calls, photocopy documents, compose and type letters and memos.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate degree in nursing, current Wisconsin Registered Nurse license and current CPR certification with one year RN experience. Ability to successfully complete electronic charting and other basic computer tasks.

### **Other Requirements:**

**Physical:** None.

**Work Environment:** Possible exposure to blood borne pathogens and violent situations with inmates.

**Hours of Work:** Typically every other weekend, day shift, and as needed to cover for open shifts.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date